

USAF SNCO ACADEMY INSTRUCTOR (ASSIGNMENT YEAR 2017)

REFERENCES: MILITARY ASSIGNMENTS AND AUTHORIZED ABSENCES,
COMDTINST M1000.8, CH 1.E.2 & 1.E.6
BOAT CREW SEAMANSHIP MANUAL, COMDTINST M16114.5C, CH 3.A
AF FITNESS PROGRAM: <http://www.afpc.af.mil/affitnessprogram/charts.asp>

ELIGIBILITY: The following eligibility criteria must be met for consideration of this position as evidenced through your enlisted evaluations and command endorsement:

- Be an E-7 (note 1).
- Be tour complete and not currently in receipt of any AY-17 PCS Orders (note 2).
- Be a graduate of the CPOA or one of the DoD Senior Enlisted Academies (note 3).
- Meet (preferably exceed) the AF physical fitness standards and minimum component requirements (note 5).
- Have completed an educational assessment (note 6).
- Present a trim, sharp, and fit military appearance
- Be articulate in written and oral communications
- Be an active participant of the Chief's Mess
- Be knowledgeable of CG operations and missions
- Have good interpersonal skills

Notes:

1. IAW COMDTINST M1000.8, Art 1.C.d.3, E8s will be considered if there are no qualified E7 candidates.
2. Members currently in a command position or slated for a command position in AY17 are not eligible to apply.
3. If you have not completed the AFSNCOA, you will be required to attend prior to PCS move.
4. Member must complete the Instructor Develop Course prior to PCS move.
5. Member must provide results of a command administered PT test conducted within the last 6 months.
6. Member must have at least an associate's degree or higher. If not, member must be able to complete within one year.

COMPETITION:

Applicants must submit a package by the established deadline 15 July 2016 via email as a attachment. Send your package as a electronic file to CWO4 Don Wiley at: [HQS-SMB-PSC-EPM-2-SpecialAssignments](#) w/ subject line: (NAME, EMPLID) CANDIDATE, USAF INSTRUCTOR (CURRENT UNIT NAME). Files must contain signatures. A duplicate hard copy is not necessary or desired.

No faxing please

After eligibility screening is conducted, packages are forwarded to the Program Manager where a telephonic interview is conducted.

The selection will be made on a best qualified basis. Competitive applicants are usually at the mid-career level with demonstrated leadership roles, higher education accomplishments or are currently pursuing higher education goals. Applicants must demonstrate the highest moral and ethical standards, financial responsibility, embody the Coast Guard core values as well as maturity, even temperament, and outstanding judgment. Applicants must also project a professional military image through grooming, proper wearing of the uniform, and most importantly outstanding physical fitness. Your current assignment priority does not influence the determination of best qualified.

PACKAGE CONTENT:

1. MEMBER'S MEMO – The member's memo must state why you desire assignment to this position and what qualities you feel make you best qualified. Include the senior enlisted courses you have attended and the completion date as well as any college degrees attained, completion date, and in what course of study. If you are currently attending college, state what course of study you are enrolled in and expected completion date. You must also address your leadership, public speaking and teamwork abilities, your PT results and current fitness/wellness plan, and your current role in the Chief's Mess. You also need to describe any experience you've had working with other services. Finally, the member must state they agree to complete a three year tour in this position.

2. COMMAND ENDORSEMENT – The command endorsement must certify the individual meets the requirements outlined in COMDTINST M1000.8, Art 1.E.2 and 1.E.6 as well as the ALCGENL solicitation. It must also address the member's leadership, public speaking, and teamwork abilities, their role in the Chief's Mess, and level of physical fitness.

3. PROFESSIONAL RESUME – Biographical information in resume format. An example of the Professional Resume format is available via a link at the top of the Special Assignments web page. Be sure to include the date(s) and location(s) of attendance at a Senior Enlisted Leadership Academy (e.g. CPOA, Sgt Majors Academy, and USAF SNCO Academy).

4. MOST RECENT EMPLOYEE REVIEW COUNSELING RECEIPT - Must be a signed member counseling receipt from 2014 or 2015.

5. PICTURES – Two full length color pictures in tropical blue long, uncovered. One front view and one side view.

OTHER INFORMATION:

There is no SDAP or special clothing allowance given for this position. If assigned, you will attend formal functions as part of your duties therefore you will be required to have the appropriate uniform items for formal dining.